

**EMPLOYMENT OPPORTUNITY
ANNOUNCEMENT NUMBER: HCMALL 10/35**

OPEN TO: All Interested Candidates
POSITION: Community Liaison Office Assistant, FSN-6; FP-8*
OPENING DATE: December 09, 2010
CLOSING DATE: December 23, 2010
WORK HOURS: Full-time, 40 hours/week
ANNUAL SALARY: *Not-Ordinarily Resident (holding diplomatic passport): US\$35,753 (Starting salary)
(Position Grade: FP-8 will be confirmed by Washington)
*Ordinarily Resident: US\$6,675 (Starting salary)
(Position Grade: FSN-6)

LENGTH OF HIRE: Long-term. Actual filling of the position is contingent upon the availability of funds.

The Consulate General of the United States of America in Ho Chi Minh City is seeking an individual for employment in Vietnam for a full-time Community Liaison Assistant position in its Management Section.

BASIC FUNCTION OF THE POSITION

Incumbent of this position will assist the Community Liaison Office (CLO) Coordinator in developing and maintaining key contacts and managing information that benefit the morale and welfare of the entire Consulate and serve as the main point of contact for all CLO-organized activities. Incumbent will also assist CLO in promoting and implementing cross-cultural activities, providing expert advice on Vietnamese culture and language to the Consulate staff and their family members and assist in all CLO trips and social functions.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office in Ho Chi Minh City or Hanoi.

QUALIFICATION REQUIRED

All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. University studies are required.
2. At least two years of experience in event planning and management or travel and tourism fields, with an emphasis on group travel and large scale event planning is required.
3. Must have an in-depth knowledge of the host country and region, including the local history, culture, regions, custom. A strong understanding or experience in travel and event planning is required.
4. Must be able to communicate effectively and efficiently with employees from all segments of the Consulate; must be able to negotiate, problem solve, and trouble shoot often under time/pressure constraints.
5. Level 3 (Good working knowledge) Speaking/Reading/Writing English is required (this will be tested).
Level 4 (Fluent) Speaking/Reading/Writing Vietnamese is required.

You may download the application form at <http://hochiminh.usconsulate.gov/jobs.html>. Paper copies are available from Security Guard at Post 4 at the U.S. Consulate in Ho Chi Minh City between the hours of 8:00 A.M. - 5:00 P.M., Monday through Friday.

ADDITIONAL SELECTION CRITERIA

Please see post eligibility & qualification requirements on the Management Office bulletin board/intranet (Sharepoint) or on the Consulate website.

SUBMIT APPLICATION TO

Management Office

U.S. Consulate General, 7A Mac Dinh Chi Street

District 1, Ho Chi Minh City

Tel. 84-8-3520-4342/ 4274

Fax: 84-8-3520-4233

CLOSING DATE FOR THIS POSITION: DECEMBER 23, 2010

(All applications must be received by the closing date to receive consideration. Only short listed applicants will be contacted for interviews.)